

Security Information

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**CENTRAL INTELLIGENCE AGENCY REGULATION**

**PROJECT REVIEW COMMITTEE PROCEDURES**

A. The procedural and presentation requirements stated in this Regulation are intended primarily to assure the Project Review Committee of sufficient information concerning any project to judge the following basic questions:

(1) As to Policy:

(a) Does the project profitably contribute to the accomplishment of a previously approved policy and program objective; or,

(b) If approval of the project is, in effect, authorization of a new policy and program objective,

(1) Have others concerned, within or outside CIA, been sufficiently consulted?

(2) Is approval now justified as a matter of policy?

As to Support:

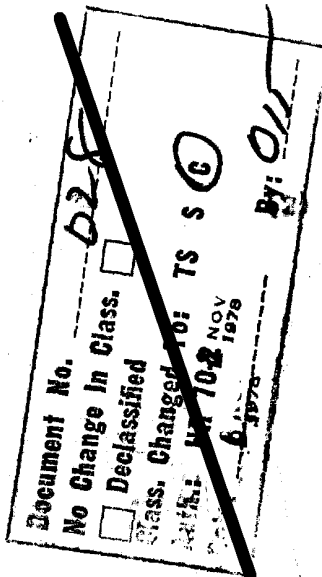
(a) Does the project presentation affirmatively show that adequate support plans are tentatively established and ready for execution upon approval of the project? or, ILLEGIB

(b) If the project presentation shows in detail the prospect of support deficiencies which subordinate planning has been unable to provide for, what action, if any, is necessary to overcome such deficiencies?

B. Initial action by sponsoring Offices

(1) Determine whether Project Review Committee action is required by CIA Regulation   In case of doubt, consult the Comptroller.

(2) If Project Review Committee action is required, the Office head concerned will arrange for preliminary consultation with the appropriate Deputy Director.



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C. Preliminary action by Deputy Director

- (1) Provide preliminary determination  desirability of the proposed project.
- (2) Inform sponsoring Office head of this determination.

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D. Action to be taken by sponsoring Office upon preliminary approval of Deputy Director

- (1) The Sponsoring Office will prepare the project for presentation to the Project Review Committee in staff study form (see Regulation ) so that the project can be approved or disapproved on the basis of staff study presentation.
- (2) The following points, as appropriate, and such other information as any particular project may demand should be covered:
  - (a) Description of the project and its purpose. Is the project a new one, or an augmentation or a re-direction of an old project? Timing for implementation and completion with phasing indicated.
  - (b) Nature and extent of policy and program approval relied upon as authorization for the detailed action proposed in the project.
  - (c) If prior policy and program approval has not been established, what policy and program objective, if any, will be established by approval of this project?
  - (d) Congressional implications, if any, and action recommended with regard thereto.

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- (e) Administrative and Operational support requirements, such as personnel, facilities, cover, communications, technical services, etc., indicating quantities, dates required and phasing.
- (f) Support requirements of other Government agencies and arrangements made for coordination with or support by such agencies if the Project is approved.
- (g) As an alternative to (e) or (f), why has it been impossible to plan assured operational or administrative support? Recommendations with regard thereto.
- (h) Total cost, phased by fiscal year if appropriate, and whether use of vouchered or unvouchered funds is recommended. Estimates should be supported by detailed costs to include, as appropriate:
- (1) Personnel.
  - (2) Items and services to be procured through facilities other than Government agencies.
  - (3) Items to be procured from  other Government agencies.

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(5) Other expenses. *(Liabilities)*

- (3) Obtain the concurrence or comment of other Offices which <sup>will have</sup> any responsibility for implementation or support of the Project if it is approved, including, where appropriate, the General Counsel and Inspection and Security.
- (4) Submit the project in quintuplicate to the appropriate Deputy Director through the Comptroller who will attach advice as to the availability of funds and other appropriate comment.

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2. The Deputy Director as an individual member of the Project Review Committee may, under the Provisions of Regulation  approve the project, if it does not exceed \$25,000, in which case he shall forward his approval to the Recording Secretary of the Project Review Committee. Projects not approved by the Deputy Director but which he desires to have reviewed by the Committee shall also be forwarded to the Recording Secretary.
3. When the Project has not already been approved by an individual member of the Committee, the Recording Secretary of the Project Review Committee, after coordinating any additional staff review deemed appropriate, will see that each regular member of the Committee receives a copy of the project at least 48 hours prior to the meeting at which it will be reviewed. He will also make the necessary arrangements for the Project Review Committee meeting and the attendance of appropriate personnel.
4. The Project Review Committee will:
- (1) Recommend approval or disapproval with exceptions, limitations etc. when appropriate.
  - (2) Approve or disapprove the project with exceptions, limitations, etc. when appropriate if it does not exceed \$25,000, or
  - (3) Return to sponsoring Office for modification and resubmission.
5. The Recording Secretary of the Project Review Committee will advise the sponsoring Office of final action taken on all projects forwarded to him by a Deputy Director. When a project is approved he shall also give appropriate notice to other Offices having any responsibility for implementation or support of the project.
6. Projects submitted which do not comply with this Regulation will be returned to the sponsoring Office without action.

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- J. A quarterly report shall be submitted to the Deputy Director (Administration) by the Comptroller showing the financial status of projects.
- K. The Comptroller will report to the Project Review Committee any obligation of funds without approval of the Director or the Committee which, in his opinion, are improper without such approval.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director  
(Administration)

Effective:

*Established here as policy:  
- approval of funds for 1 project is for 1st project  
- negotiations  
- program CSO + project there vs O PC*

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